

Ref. No: \_\_\_\_\_

Student ID No:  
(Official use only)

## Application form

**1. COURSES: Please select the course for which you are applying**

English foundation	<input type="checkbox"/>	ACCA	<input type="checkbox"/>
LCM Diploma in Business	<input type="checkbox"/>	CAT	<input type="checkbox"/>
IMIS Diploma	<input type="checkbox"/>	OCR Diploma	<input type="checkbox"/>
NCFE Diploma	<input type="checkbox"/>	Other _____	

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Commencement Date: \_\_\_\_\_ Semester: \_\_\_\_\_

Year: \_\_\_\_\_ Course Level: \_\_\_\_\_ Duration: \_\_\_\_\_

**2. Personal Details: (IN BLOCK LETTERS)**

SUR NAME : \_\_\_\_\_ DATE OF BIRTH: DD \_\_\_\_ MM \_\_\_\_ YY \_\_\_\_

FIRST NAME : \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ Sex : Female  Male

<b>3. ADDRESS:</b>	<b>ADDRESS FOR CORRESPONDANTS</b>
<b>PARMANENT / OVERSIS HOME ADDRESS</b>	<b>(IF DIFFERENT FROM HOME ADDRESS)</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
EMAIL: _____	EMAIL: _____
TEL: Including country and area code)	TEL :(Including country and area code)
_____	_____

4. Have you Previously Applied to ICL? Yes  No  If yes when? \_\_\_\_\_

5. Do you have any Relatives or Friends currently studying at ICL? Yes  No   
If yes, Give Details? \_\_\_\_\_

6. How did you hear about the college? Friend  Publicity  Website   
Give brief details of the above source \_\_\_\_\_

**7. EDUCATION:**  
Please list all of the qualifications which you have obtained since the age of 14 for which results are known. Please attach the relevant attested photocopies of your educational qualification. Please provide English Language translations of these documents were appropriate:

Name of Institutions attended	Course Completed	Results	Date of Study	
			From	To

Others: \_\_\_\_\_

**8. EMPLOYEEMENT:**  
Please enclose detailed job description and position on a separate sheet of paper you have worked

No	Name and address of the employer	Your Position	Dates	
			From	To

**9. References:**

Name:	Name:
Address:	Address:
Tel No:	Tel No:
E-mail:	E-mail:

**10. Only to be filled by UK resident overseas students:**

When did you first arrive into UK \_\_\_\_\_ Current Visa number \_\_\_\_\_

Visa issue date \_\_\_\_\_ Visa expiry date \_\_\_\_\_ Visa Extension \_\_\_\_\_

**Academic courses attended in the last 12 months**

Name of the Institute	Course Attended	From	To	Result	Attendance Rate

Do you consider yourself disabled? Yes  No

If yes then the nature of your disability \_\_\_\_\_

**Terms and Condition of students of ICL**

1. The student agrees to attend all tutorials and lectures specified in the timetable and also agrees that if he/she fails to achieve an attendance level of 85%, this could lead to disciplinary action including termination from the course. Any absence of leave should be approved in writing by ICL prior to the leave.
2. Disciplinary action will be taken against students for any inappropriate form of behavior or code of conduct which can lead to exclusion/termination from the course.
3. During the term time, students will not be given leave of absence for overseas national holidays or attendance of family functions etc.
4. The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by ICL.
5. The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from ICL.
6. Your course fee includes all costs associated with your recruitment and admission and the cost of your tuition fee. When students are paying fees by installment they must comply with the installment plan specified in the offer letter. ICL's fees refund policy is set out below:
  - (a) Fees will be refunded in full, if the student's application is declined by ICL.
  - (b) In case of overseas students, if the student's visa is refused, all fees will be refunded in full apart from registration fee.
  - (c) In the case of overseas students, once a student has obtained a visa, but does not commence the course, the initial deposit Paid will not be refunded.
  - (d) Once the student has commenced the course, fees will not be refunded.
7. The student agrees not to defer his/her semester or change his/her course without the prior written authorisation of ICL.
8. All courses and modules are subject to changes and can vary from time to time. ICL reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
9. The student is aware that the maximum number of resits permissible is five. If the student exceeds the maximum permissible resits, their registration is liable to be terminated at the School. Where students study pre-sessional English, in the event of resits, a student will not be permitted to extend the duration of study by more than one semester.
10. The student agrees to buy the recommended textbooks for all study modules prior to the commencement of the course.
11. The student agrees to buy his/her personal computer or laptop prior to the commencement of the course.
12. The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into UK due to valid reasons (subject to prior approval of ICL), the student may be asked to start the course in the next available date/term. The student will not be registered under any other circumstances (personal problems, home sickness, accommodation problems etc).
13. The student agrees for ICL to disclose his/her details to the relevant immigration and Home Office authorities of his/her registration, attendance and progression details.
14. Signing this application indicates acceptance of the terms and conditions of the Infonexus College London by the student.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return the completed application to:

**Infonexus College London**  
2<sup>nd</sup> Floor, Olympic House  
28-42 Clements Road  
Ilford, Essex, IG1 1BA  
United Kingdom